UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

RWAR000519--UN Youth Volunteer in Resettlement

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Rwanda</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>04-02-2019</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Byumba [RWA]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>UN Youth Volunteer assignments are always without family</td>
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Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 12 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people were killed. In 2008, Rwanda became the first country in history to elect
a national legislature in which a majority of members were women. Good governance, productive and market oriented agriculture, and regional and international economic integration are three of the six pillars of the Rwanda’s long term Vision 2020.

The country now has many international visitors and is regarded as a safer place for tourists. Its economy is booming and Rwanda is increasingly depicted as the emerging model for socio-economic development in the Region.

The principal form of public transport in the country is shared-taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwandan Franc (RWF). The US dollar is the hard currency of preference. It may be impossible to exchange travellers' cheques away from the capital. VISA cards are accepted in most banks in the capital.

Byumba is a cold area with high mountains covered by many forests.

It is located at 60 kilometers (75 minutes) from Kigali, the Rwanda Capital city and at 30 kilometers from the Ugandan border. Byumba is considered as a rural city in comparison with others cities in Rwanda. The majority of population practices agriculture and livestock. The cost of living is not too expensive. All standards are available and National and International UNHCR staff have no problem to find an adequate and appropriate accommodation. There is only one vegetable market which sufficiently provides fresh locally grown vegetables and fruits.

Staff commute 2 hours each way to and from Nyabiheke Refugee Camp and 15 minutes each way to and from Gihembe Refugee camp.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>UN Youth Volunteer in Resettlement</th>
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<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
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**Organizational Context & Project Description:**
The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

The UNHCR Representation Office in Rwanda principally manages a refugee population (mainly refugees from the Democratic Republic of Congo who have been on the Rwandan territory since 1996 and Burundian refugees who have been arriving in the country further to the volatile situation in Burundi since April 2015) as well as a significant returnee population of Rwandan refugees returning after many years in exile. It is composed of the Branch Office in Kigali and Field Offices in Butare, Byumba, Cyangugu, Gisenyi, Kibuye, Kirehe and Nyamata. It hosts approximately 155, 749 refugees in three protracted refugee camps, namely Nyabiheke and Gihembe (managed by Byumba Office) as well as Kiziba (managed by Kibuye Office), three new refugee camps, namely Kigeme and Mugombwa (managed by Butare Office) as well as Mahama (managed by Kirehe Office), and urban settings (Kigali and Huye). Since April 2015, UNHCR is also supporting two additional reception centers in Bugesera and Nyanza districts for Burundian refugees. The existing transit center in Rusizi (Nyagatare Transit Centre) that was receiving Rwandan returnees has also started functioning as a reception center for Burundian new arrivals. As of December 2013, Rwanda hosted approximately 74,000 Congolese refugees. 99% of the refugee caseload is predominantly composed of refugees from the Democratic Republic of Congo (DRC), with 84% originating from North Kivu and 11% from South Kivu. The number of Burundian refugees by October 2015 hosted is 69,856 (camp and urban based). Both Congolese and Burundian refugees are recognized in Rwanda on a prima facie basis. A number of the overall caseload lives in the urban areas in and around Kigali and Butare, and the group is mainly composed of refugees from diverse nationalities.

Under the direct supervision of the Head of Field Office, the UN Volunteer in Resettlement will undertake the following tasks:

A. Resettlement

a). The Volunteer will support the resettlement unit in FO Kibuye perform a number of tasks that are necessary for the completion of the resettlement work;

In doing so, s/he will:

- be equipped with relevant knowledge and skills on the UNHCR’s protection mandate, and a more detailed knowledge on resettlement work. Through training, coaching, mentoring and close supervision, the volunteer will be expected to have a basic understanding of resettlement work within
several weeks, complete preliminary resettlement profiling interviews within a few months and will gradually enhance his/her skill set to assist to the resettlement casework within one year. With such a progressive and steady learning experience, the volunteer will emerge as an experienced caseworker capable of taking up self-paced specialized tasks (e.g., Best Interest Assessment BIA) in the relevant field of work.

b). Assist the file management focal point in FO Kibuye in undertaking similar tasks to ensure that both the physical and electronic filing system is up to date;

In doing so, s/he will:

- Receive an in-depth on-the-job training on the resettlement case management system including electronic filing, physical filing, barcoding and electronic case tracking system.

- Receive an in-house training from the Head of Unit on various aspects of resettlement work and will enhance his/her knowledge through continuous coaching and observation. It is expected that within three months of receiving this training, the volunteer will gain initial interview skills (including working with interpreters) and should be able to support the resettlement unit in carrying out preliminary interviews with refugees geared towards collecting biographic and the most basic information related to the flight history. Reasonable targets of three (3) interviews per week will be set once the volunteer demonstrated sufficient knowledge and potential to complete the work.

c). participate in workshops and seminars, thereby equipping himself/herself to assist with more complex resettlement tasks.

In doing so, s/he will:

- Receive gradual training during his/her tenure through e-Learning platforms.

- Learn through observation (shadowing) how refugee expectations are managed through resettlement counselling following which he/she will participate in the bi-weekly counselling sessions in Kiziba refugee camps, as will be scheduled.

d). Actively participate as a member of the Resettlement team of the UNHCR FO Kibuye including, inter alia, attend Resettlement Unit meetings, all staff meetings and all other meetings as he/she will be required to.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);

- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;

- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;

Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;

Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Furthermore, UN Volunteers are required to:
- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country
- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

Enhanced knowledge and skills on the UNHCR’s protection mandate, and a more detailed knowledge on resettlement work.

Enhanced file management - physical and electronic filing system is up to date;

Enhanced skills result in undertaking of more complex resettlement tasks, including casework and the completion of RRFs for submission to the resettlement countries

Enhanced skills as a result of active participation as a member of the Resettlement team of the UNHCR FO Kibuye including, inter alia, attend Resettlement Unit meetings, all staff meetings and all other meetings as he/she will be required to.

Improved knowledge and skills gained through induction on interventions on Livelihoods, shelter, Community based Protection and maintenance in Kiziba Refugee camp by working closely with all units within the Field and Branch Office;

The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);

Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment

A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level: Bachelor degree or equivalent

Education - Additional Comments

Education – Required Degree Level: Bachelor's degree

Education - Additional Comments: psycho-social support will be ensured to the person during the entire assignment.

Type of degree: International law, political sciences, Human right, Social sciences or related field of discipline.

Required experience: 0 months

Experience Remark

Language Skills
- English (Mandatory) , Level - Fluent
- AND - French (Optional) , Level - Working Knowledge

Area of Expertise
- International law Mandatory
- Protection of refugees, asylum seekers and IDPs Optional
- Human rights Optional

Area of Expertise Requirement

Additional Requirements for Area of Expertise:

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
• Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
• Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence No

Competencies & Values
• Accountability
• Adaptability and Flexibility
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Working in Teams

Conditions of Service and other information

Condition of Service Click here to view Conditions of Service
Conditions of Service:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of (choose from the drop down menu the appropriate rate here): US$1,282. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.
For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable). A resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code: RWAR000519-3373

Application procedure

Eligible candidates must be between 18 and 29 years of age throughout the entire duration of their service, i.e. born between 15 January 1990 and 15 January 2001.

Not yet registered in the UNV Talent Pool?

Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then, go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call (assignment) to which you would like to apply.

Already registered in the UNV Talent Pool?

Please first update your profile at https://vmam.unv.org/candidate/profile. Then, go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call (assignment) to which you would like to apply.

Candidates may apply to a maximum of three (3) special calls (assignments) per advertisement. Your order of preference may be specified in the ‘Additional Remarks’ section of your profile.

This assignment is funded by the Government of Sweden, therefore only Swedish nationals are eligible to apply.

Application deadline: 4 November 2018

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.